

REPORT

DATE: January 3, 2008

TO: Regional Council
Administration Committee

FROM: Larry McCallon, Chair, District Evaluations Subcommittee

SUBJECT: Charter of the District Evaluations Subcommittee

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

The respective members of the District Evaluations Subcommittee recommend that the Administration Committee and the Regional Council approve the Subcommittee's charter.

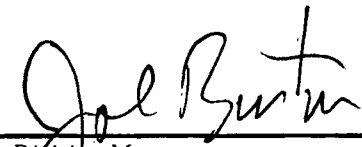
BACKGROUND:

Chair Loveridge of the Administration Committee has previously requested that subcommittees of the Administration Committee prepare charters for their respective group. The District Evaluations Subcommittee (a subcommittee of the Administration Committee) was previously reactivated pursuant to SCAG's Bylaws which requires Regional Council districts be evaluated every five years. The District Evaluations Subcommittee had its first meeting on December 14, 2007. As part of this meeting, the Subcommittee reviewed and approved the attached charter. The Subcommittee therefore requests that the Administration Committee and Regional Council approve the charter so as to make it the official charter of the District Evaluations Subcommittee.

FISCAL IMPACT:

There is no fiscal impact related to this matter.


Reviewed by:


Division Manager

Reviewed by:


Department Director

Reviewed by:


Chief Financial Officer

DISTRICT EVALUATIONS SUBCOMMITTEE CHARTER

Purpose of the Subcommittee

To assist the Administration Committee, Regional Council and General Assembly (if applicable) in evaluating the current structure and composition of the Regional Council Districts.

Authority

The District Evaluations Subcommittee is a subcommittee of the Administration Committee reporting to the Regional Council and has authority to review and make recommendations regarding the current structure and composition of the Regional Council Districts. In accordance with SCAG's Bylaws, Regional Council Districts must be evaluated every five years, and commencing in year 2004, must be evaluated in years ending in 3 and 8.

Composition

The District Evaluations Subcommittee will consist of six (6) members of the Regional Council Administration Committee to represent the six counties of the SCAG region. The Regional Council President will appoint Subcommittee members. The Subcommittee will select a Chairperson and Vice-Chair amongst its members.

Meetings

Consistent with the provisions of SCAG's Bylaws, the Subcommittee will be reconstituted every five years, with meetings to occur during the applicable time period for district evaluations. The Subcommittee shall have the authority to convene meetings, as circumstances require. All Subcommittee members are expected to attend each meeting. The Subcommittee will invite SCAG staff or others to attend meetings and provide pertinent information, as necessary. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials in accordance with the Brown Act. Minutes of each meeting will be prepared.

Responsibilities

The Subcommittee will carry out the following responsibilities:

- receive and review information useful to the evaluation of Regional Council Districts, including any recommendations from subregional organizations on the matter;
- review and approve an approach for evaluating the structure and composition of Regional Council Districts; and
- review and make recommendations to the Administration Committee, Regional Council and General Assembly (if applicable) regarding changes to the structure and composition of Regional Council Districts.